

WOMEN'S *Resource Center*

Graduate Assistantship Position Description

Organization Description:

The Women's Resource Center (WRC) at the University of Utah provides educational and support services for women and other marginalized students at the University of Utah. The WRC facilitates empowerment through programs, counseling, and training grounded in feminist multicultural theories and practices. Our work embodies the complexity of women's identities. Our teams are committed to social justice and collaboration, and often engage in campus/community social justice issues, as well.

Position Description:

The primary responsibilities of the WRC graduate assistant (GA) are to plan, develop, and implement a self-directed program (see below), provide outreach, and support the day-to-day operations of the WRC.

- Program planning and implementation
- Outreach
 - Tabling
 - Presentations
- WRC operations
 - Office coverage

The GA will gain experience, knowledge, and skills in student advocacy; become familiar with planning, organizing, leading, and assessing programs; identify and understand educational barriers for students across gendered, racialized, and classed experiences; and acknowledge and work to minimize the impacts of these barriers, all while incorporating their own strengths and knowledge to accomplish these learning outcomes.

We expect students to plan & document their professional calendars for the following tasks each week. Additionally, the GA is expected to maintain a regular schedule in the office, but also has flexibility to adjust their schedule to attend programs and events that might be outside of the regular hours. These hours will include some evenings and weekends.

WRC Programming

- In collaboration with the programming team, assist in planning and hosting programming events for students
- Support planning (budgeting, ordering supplies, marketing) and hosting community building events (3-4 per semester) and educational events (3-4 per semester)
- Lead and oversee mentorship program each semester
- Study and apply social justice models of collaboration
- Attend campus programs by other campus entities
- Collaborate with other student facilitators and volunteers
- Attend weekly program planning meetings
- Contribute to program assessment and evaluation
- GA may have the opportunity to supervise a student intern depending on interest

Front Desk/General Office Support



All staff are responsible for office coverage which may include sitting at the reception desk to welcome students and answer the phone.

Staff meetings, supervisory meetings and personal time tracking

The GA is expected to attend all-staff meetings monthly as well as program planning and 1-1 meetings (with supervisor) weekly.

Professional Development

The Women's Resource Center highly values learning and growth opportunities and will look for ways for the GA to seek out professional development and training opportunities, especially those that happen at the University of Utah or in our local community.

Outreach and Campus Engagement

- Present on behalf of the WRC about services provided for the campus community and the greater community. This includes presenting to student groups, U of U academic classes, prospective students, and community organizations.
- Create opportunities for partnership and collaborations with student groups and other offices across campus.
- Conduct outreach at tabling events for the WRC when requested and as pre-arranged by staff
- Act as a representative of the WRC at various events and committees (ie: Women's Week, PRIDE Week, Black History Month, Sexual Assault Awareness Month or in collaboration with Admissions or other campus entities)
- Utilize media and calendar software to create and schedule original posts across social media platforms (Instagram and Facebook)
- Create newsletter content



Other Expectations

- Attend trainings and meetings relevant to the scope of their work
- Communicate effectively with all WRC team
- Abide by student handbook
- Report challenges to supervisors as they arise
- Respond to requests from WRC staff in a timely manner
- Submit a short narrative about programming experience to Supervisors each semester
- Check in with full WRC team for effective collaboration
- Fill out program and outreach tracking sheet

* There are increased opportunities for 2- year GA positions in terms of leadership and responsibility.

This is a great opportunity for anyone interested in working in an organization that operates from a feminist multicultural model and working with a variety of student populations and groups on campus. The graduate assistant would work with all staff members and other student staff at the WRC and is expected to participate in staff meetings and be a team member, which will include working on projects beyond the scope of programming.

For more information contact:

WRC Director: Kirstin Maanum, email: kmaanum@sa.utah.edu, phone: 801-585-1098

WRC Program Coordinator (and GA supervisor): Katie Valdez, email: kvaldez@sa.utah.edu